

# Operation

2006-2007 Grant Application

# Undergrad



**O**peration Undergrad is a grant program designed to help campus law enforcement and security reduce and prevent underage/binge drinking and impaired driving among college students. The program rewards colleges and universities that strive to develop and enhance relationships with various campus and local law enforcement departments, regional offices of the Virginia Department of Alcoholic Beverage Control (ABC), community organizations and college substance abuse coordinators. ABC will award up to \$7,500 per grant to college law enforcement and substance abuse offices for the 2006-2007 academic year. Funding for these grants is made possible through the Office of Juvenile Justice and Delinquency Prevention.

Look inside for grant application!  
Application due by June 30, 2006.

# Operation Undergrad Grant Priorities

Grants are awarded on the basis of the following priorities:

1. Deterring underage use, purchase, possession and sale of alcohol.
2. Encouraging campus and community involvement to enforce Virginia alcohol laws.
3. Enhancing and expanding collaborative efforts among campus law enforcement or security, local ABC agent(s) and local law enforcement.
4. Discouraging of age providers from supplying alcohol to underage individuals.
5. Educating students on the legal, health and personal implications of breaking Virginia alcohol laws.

## Grant Applicants Are Expected To:

- Design or enhance enforcement and/or educational projects that will increase the role of campus security (or campus police) toward combating illegal use and consumption of alcohol.
- Execute projects by collaborating with various campus and community groups including student organizations, local law enforcement agencies, and university student services.
- Demonstrate evidence of a substantial working relationship between campus law enforcement or security and the campus substance prevention office.
- Review current policies and enforcement procedures in relation to substance abuse issues. Emphasize enforceable policies and procedures.



# How to Apply

Complete the enclosed Operation Undergrad 2006–2007 grant application form. Faxes and e-mails are not accepted for the application.

## THE INSTITUTION OF HIGHER EDUCATION

The Institution of Higher Education will play the project leadership role and will receive all award checks.

## PROJECT ADMINISTRATION

The project coordinator listed on the application will be a contact person for the project for ABC. The coordinator should be a staff member from the campus law enforcement or security department and should be closely involved with all aspects of the project through the duration. The coordinator may also be someone from the substance abuse office, but he or she must work closely with campus security or law enforcement. The coordinator must be accessible by phone and e-mail.

## DIRECTIONS AND FORMAT [5 POINTS]

**Please follow directions. Failure to do so may result in disqualification.**

1. Type proposals on white paper using a 12-point Times New Roman font. Number each page and use one-inch margins.
2. Provide information requested in each section. This includes information that may have been requested in a previous section.
3. Use subject headings.
4. Do not combine sections.
5. Submit the original application along with four unbound copies of the application.
6. ABC reserves the right to give priority funding to organizations that have not received an ABC grant in two or more consecutive years.
7. ABC reserves the right to deny funding to current or former grantees that have not followed guidelines or procedures within the current or previous grant agreement(s).

## PROJECT DESCRIPTION [77 POINTS]

**Project descriptions should not exceed 13 pages. Please use the headings listed below.**

### SUMMARY OF CURRENT ENFORCEMENT EFFORTS

Briefly describe a summary of current alcohol enforcement efforts underway on campus. Show examples of collaboration among agencies and organizations and how the current efforts demonstrate relevance with the proposed project. Do not exceed one page. [9 points]

### EXECUTIVE SUMMARY

Include a brief summary of needs, the goal(s) of this grant, desired outcomes, and key activities proposed. Do not exceed one page. [4 points]

### OBJECTIVES & STRATEGIES

State the goal(s) and objective(s) of the grant using the following components:

1. Identify the target audience.
2. Identify the issue(s) or need(s) that will be addressed.
3. Identify the strategies used to accomplish each goal and/or objective within the grant timeline (June 30, 2006–May 31, 2007). Be clear and concise.
4. Identify the desired outcomes with each goal and/or objective.

Do not exceed five pages. [20 points]

### TIME LINE – ATTACHMENT A

The time line should be a separate component of the grant application. It should include the goal(s), objectives and the strategies related to each objective, which include action steps, resources needed and a responsible contact person for each task. The time line should also cover the beginning and completion dates of each strategy and evaluation steps. Do not exceed two pages. [20 points]

### EVALUATION – ATTACHMENT B

Describe the plan for evaluation. Focus on the goal of the grant. What is the end result? Focus on objectives and the methods/strategies by which they will be assessed. Include a description of all evaluation instruments that will be used. Enclose both qualitative and quantitative measures of evaluation. Incorporate evaluation components within your timeline. Do not exceed two pages. [20 points]

### PLAN FOR CONTINUATION – ATTACHMENT C

Outline the plan for continuation after the grant funding has ended. Do not exceed one page. [2 points]

### ADDITIONAL FUNDING – ATTACHMENT D

Identify other related funding that has been or will be received by your department. Describe how programs and activities supported by those funds will be coordinated with the new programs and activities being proposed in this application. Do not exceed one page. [2 points]

## BUDGET [10 POINTS]

### ITEMIZED BUDGET JUSTIFICATION

Any item listed in the budget **MUST** be mentioned somewhere in the project description and the budget justification. A brief justification statement must accompany the proposed budget. The justification should clearly explain why each expense is necessary for the proposed project. Terms such as miscellaneous and etcetera will not be accepted. Do not exceed one page. [10 points]

**Budget items may include, but are not limited to: overtime enforcement efforts, instructional materials and supplies, transportation costs for various activities, refreshments, guest speakers or presentation fees, ABC College Conference attendance, printing, postage and media materials. Each applicant may apply for awards up to \$7,500.**

Funds are limited and ABC reserves the right to partially fund any proposals.

**This grant DOES NOT support the following: pre- or post-prom parties, giveaways, graduation parties, operating expenses, personnel salaries, indirect costs or general conference attendance expenditures, and equipment or supplies.**

## LETTERS OF SUPPORT [8 POINTS] – ATTACHMENT

Four letters of commitment and support from existing or new partners (e.g., local law enforcement, project partners and ABC agent(s)) should be included in the proposal. All letters should address the grant goals or objectives and outcomes. The committee will review the quality of the letters.

## SIGNATURE

The applicant will serve as the fiscal agent for the program and therefore accepts fiscal responsibility for the funded project. The lead administrator should review the application and sign on behalf of the organization. The signature of the project coordinator is also requested.

## APPLICATION SUBMISSION

**Applicants must submit an original and four unbound copies of the ABC Operation Undergrad grant application** The Virginia Department of Alcoholic Beverage Control Central Office must receive grant applications by 5 p.m. on Friday, July 1, 2006. **ABC will not accept grant applications by facsimile or e-mail.** Hand deliveries may be made at the ABC Central Office, located in Richmond at 2901 Hermitage Road. Repeat grant submissions must include a progress report detailing successes to date. Please note that the application deadline is the date the application must be received at ABC, not the postmarked date. **The application is due on June 30, 2006 by 5 p.m.**

# Proposal Evaluation

Program proposals will be evaluated on the following criteria and in no particular order:

- Innovative and creative ideas.
- Expected number of people reached through the proposed program.
- Demonstrated ability to gain broad-based organizational and/or community support for the proposed program.
- Ability to show the link between enforcement and the community toward combating underage drinking and reducing heavy drinking among those of age.
- The extent to which the program addresses campus/community need for underage alcohol prevention and enforcing drinking laws.
- Mechanisms established within the plan to ensure effectiveness and accountability.
- Ability to demonstrate the readiness of a group to start, enhance or expand law enforcement activities.
- Strong evidence of a substantial working relationship between campus law enforcement or security and campus substance prevention office.
- Demonstrated review of current policies and enforcement procedures in relation to substance abuse issues.
- Strong evidence of collaboration among campus law enforcement/security, local ABC agent(s) and local law enforcement.
- Repeat grant submissions will be evaluated on progress made in 2005–2006. Special attention will be given to the timeliness of prior report submissions.
- Evaluation is vital to the proposal. Explain what will be done and how it will be measured.

# Notification Information

Grant award letters will be mailed by July 21, 2006.

# If Your Institution Receives a Grant:

- The institution will be required to attend the ABC College Conference. Representation must include campus law enforcement and the substance abuse education office.
- The institution may be required to attend trainings for campus law enforcement and/or community groups. Specific details of the required trainings will be made available after grants are awarded.
- About one month after receipt of award, the grantee institution will receive the first of two installments of the awarded budget. The second installment will be awarded after receipt and review of the first progress report, which is due to ABC on Friday, December 1, 2006. ABC reserves the right to delay and/or deny award of the remaining funds if the progress report is incomplete or unacceptable.

After the awarding of funds, any changes in the budget must be submitted in writing for approval to the Virginia Department of Alcoholic Beverage Control Education Section.

# Reports

All reports will need to be formatted according to ABC's special requirements. These requirements will be furnished upon awarding of the grant. ABC's reporting format must be followed. Failure to follow the format or tardy reports may hinder future funding opportunities.

**The *progress* report is due to the ABC Education Section by December 1, 2006.**

**The *final* report is due to the ABC Education Section by June 16, 2007.**

Please send a final draft of all print material produced through this grant to ABC for review before any final printing occurs. Two copies of all materials created directly or indirectly through this grant (press releases, news articles, brochures, posters and photos) are also to be included with your grant progress and final report. When possible, keep multiple copies in a file to be sent to ABC upon request.

**Grant applications are due June 30, 2006 by 5 p.m., this is the deadline date not the postmarked date.**

Please mail the original and four unbound copies of your grant application to the following address:

Virginia Department of Alcoholic Beverage Control  
Education Section/Operation Undergrad  
2901 Hermitage Road  
Richmond, VA 23220  
Phone (804) 213-4688

# Time Line

June 30, 2006	Applications due to ABC by 5 p.m.
July 21, 2006	Grant award letters mailed
Dec. 1, 2006	Progress report due to ABC by 5 p.m.
May 31, 2007	Grant project ends (All funding to be spent)
June 16, 2007	Final report due to education by 5 p.m.





# Operation Undergrad 2006-2007 VA ABC Grant Application

Grants are available for up to \$7,500. When completing this form, please refer to "How to Apply" for detailed instructions.

## THE INSTITUTION OF HIGHER EDUCATION

1. Applicant school \_\_\_\_\_
2. Address \_\_\_\_\_  
(Street or Post Office Box) (City) (State) (Zip)
3. Phone \_\_\_\_\_
4. Federal tax ID number \_\_\_\_\_

## PROJECT ADMINISTRATION

5. Project coordinator \_\_\_\_\_
6. Title \_\_\_\_\_
7. Address \_\_\_\_\_  
(Street or Post Office Box) (City) (State) (Zip)
8. Daytime phone \_\_\_\_\_
9. Fax \_\_\_\_\_
10. E-mail address \_\_\_\_\_

## PROJECT DESCRIPTION *(See detailed instructions under "Project Description.")*

11. Project title \_\_\_\_\_
12. Project start date \_\_\_\_\_
13. Project end date \_\_\_\_\_
14. Project focus: ☐ Education ☐ Enforcement ☐ Community involvement ☐ Off-campus ☐ Other
15. Please check box if this is a continuation grant: ☐

## BUDGET *(See detailed instructions under "Budget.")*

16. Amount requested from VA ABC (up to \$7,500) \_\_\_\_\_
17. Income from other sources: Cash \$ \_\_\_\_\_  
Other donations \_\_\_\_\_

## LETTERS OF SUPPORT

Attachment: Four letters of support from different offices, agencies or organizations.

## SIGNATURE

- Signature of project coordinator \_\_\_\_\_ Date \_\_\_\_\_
- Name *(please print)* \_\_\_\_\_
- Signature of chief executive officer \_\_\_\_\_ Date \_\_\_\_\_
- Name *(please print)* \_\_\_\_\_

Please visit ABC's Web site for current information: [www.abc.virginia.gov](http://www.abc.virginia.gov).

Contact the ABC Education Section directly: Virginia Department of Alcoholic Beverage Control, ABC Education Section | 2901 Hermitage Rd., Richmond, VA 23220 | Phone: (804) 213-4688 | Fax: (804) 213-4457 | E-mail: [education@abc.virginia.gov](mailto:education@abc.virginia.gov)